



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 5/11/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 73-31		Date Received JUN 22 1973	Application No. 73-435	Date Completed JUN 28 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division, Driver Services Section Safety Responsibility Unit P.O. Box 1456, Atlanta, Georgia 30301		4. Person to Contact Jean Fletcher		
		5. Working Title Supervisor	6. Tel. No. 6098	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title Power of Attorney Files.
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10. What is the function of the office in which this record series is created?
- The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, requires un-insured motorists to show financial responsibilities upon being involved in an accident. Supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- Documents relating to companies appointing the Supervisor of Drivers Section as its attorney to accept service of notice or process for itself and for its insured in any action or proceeding arising out of a motor vehicle accident in Georgia. Includes Power of Attorney (Form SR-62) Certified Resolutions from the companies board of directors authorizing the conferring of the Power of Attorney and related correspondence.
File arranged alphabetically by company name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers - Cu. Ft. of Records	
Letter-size File Drawers	1/2 drawer	.75			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6 ft.	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				2 or 3 times week	Preceding Year's
					All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []
~~Powers of Attorney would be valid until company is dissolved or Power of Attorney is revoked.~~

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. ☐ STATE LAW b. ☒ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

GA Code 3-512

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify)

Transfer to inactive file upon dissolution of company or when Power of Attorney is revoked.
Cut off inactive file each calendar year, transfer to Records Center; hold 5 years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):
(☒) Concur (☐) Nonconcur *[Signature]*

Director, Driver Services Section

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Uma de Wilson</i>	6-18-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ray Baze</i>	6-20-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Lujan</i>	6-26-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Caree Hart</i>	6-22-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Sheel</i>	6-26-73

STATE RECORDS
COMMITTEE